

Introduction

Trainer Materials

Training Booklets for Driver License.

Welcome

Welcome everyone and introduce yourself.

Have trainees introduce themselves giving their name, current assignment, and work experience.

Class Structure

Schedule: Starting, ending times, breaks, lunch (if any).

Facilities: Restroom locations, drinking fountains, break room, parking, phones, evacuation route, local restaurants, etc.

Training Room: General rules about eating, drinking, etc.

Overview

California Law Enforcement Telecommunications System (CLETS) printouts provide record information to law enforcement that details licensing status and unresolved licensing issues. The historical driver record information lists in the form of convictions and accidents that affect the record.

The goal of this class is to develop a routine method of analyzing the basic information related to an individual's driver license record status. Establishing this pattern will ensure consistency and aid in the decision making process.

DMV does not offer an opinion or advise on when or how to issue citations. The goal is to allow the CLETS requester the ability to interpret quickly and accurately the information on the record.

This course is not designed to address DMV policy or procedure. DMV has discretionary authority to issue licenses that go beyond the scope of interpreting a CLETS printout.

Objectives

Using a step-by-step approach, upon completion of this class, you will be able to determine a driver license record holder's name/address, license status, DMV actions and applicable restrictions.

Driver License Record Format

CLETS DL Pg. 1

Turn to page 1 in the workbook. This is the standard record format for driver license records. Not all departments and agencies will have their printouts formatted in this way. While the appearance may change, the information is the same.

There are a total of 58 fields of information. Not all of these fields will be utilized on every driver record. Only the information necessary for a specific driver will actually appear on the printout. We will decipher them in detail when we review some actual printouts.

Driver License Response Fields

Pgs. 2 to 5

Information retrieved on a CLETS response is stored in various response fields. Pages 2 through 5 give breakdowns of each of the response fields and explain the information contained within them. As we proceed through the printouts in this workbook, we will go into more detail as needed.

NOTE: *Give a general explanation of what is contained in these areas. Time will not allow a breakdown of each and every response field. Below are suggestions on how to give an overview of response field information.*

Pg. 2

Fields 3 through 13 contain **identifying information** obtained from the application submitted by the applicant.

Pg. 3

Fields 14 through 28 lists the **type of license issued, when it was issued, and when it expires**. If the license requires medical information it will appear here. It also tells us the office that processed the license application and if the application is incomplete.

Pg. 4

Fields 29 through 41 list the **current status of the license** and identifies if the license has an action against it.

Pg. 5

Fields 42 through 51 list items that have been resolved in court. These fields break down each conviction for a traffic violation and how the court disposed of it and information regarding failures to appear in court or to pay fines.

Fields 52 through 58 list accident information.

Actions Defined

Pg. 6

Turn to page 6 in the workbook. In the **LICENSE STATUS** field, you will find an action or actions listed that ultimately tells you what is going on with the individual's privilege to drive.

VALID

Let's define the actions that allow the individual to drive.

PROBATION means terms are set forth by either DMV or the court. VALID

RESTRICTION limits the driver to specific conditions. VALID as long as the individual is operating with in the restriction(s).

WITHOLDING/WITHELD is due to a Failure to Appear (FTA) or Failure to Pay (FTP) situation. The most common scenario at DMV for this action involves individuals wanting to obtain a duplicate driver license. In this case, we will not issue a duplicate until the FTA or FTP is cleared. VALID with an unexpired license in possession.

NOT VALID

The following actions invalidate the driving privilege.

CANCELLATION usually occurs when a check is dishonored or when a parent cancels his or her child's provisional license. NOT VALID

COURT DELAY/JUVENILE DELAY occurs when the court bars issuance to a minor. No license will be issued until the delay date. NOT VALID

REFUSAL can occur because the Vehicle Code requires it due to a physical or mental condition, lack of skill or knowledge. NOT VALID

REVOCATION is a termination of the driving privilege. NOT VALID

SUSPENSION occurs when the privilege is temporarily withdrawn. NOT VALID

WITHDRAWN indicates an out-of-state record condition for which the driver has not provided clearance. DMV is notified of these conditions through the national Problem Driver Pointer System (PDPS) database. NOT VALID

Expired Licenses

When the "LICENSE STATUS" displays "EXPIRED", the privilege to drive is not valid unless the department has issued a temporary license. The individual is required to have the temporary in their possession. Renewal applicants have one year from the application date to complete the renewal process. CLETS will show the "RENEWAL" and the date of issuance if a temporary license was issued.

We will look at examples of this later in our training. If you have a CLETS response with an "EXPIRED" status, the privilege to operate is valid if a temporary license was issued and the temporary is not expired.

“X” NUMBERS

We will now discuss “X” number configurations. The “X” signifies that no existing California driver license (DL) or identification (ID) card matched the reported information. There is no photograph, thumbprint, or physical description on file for an “X” record because no application is on the database.

When DMV receives information that cannot be matched to an existing record, an index is created using the reported name, address, and birth date. This record is given a unique number beginning with the letter “X.”

An “X” number may be created if a subject is cited or convicted of an offense, or involved in an accident and the submitted document does not match a DL or ID card number on the DMV database, or the number is omitted and no match occurs because:

- Driver is not subject to California DL requirements (licensed out-of-state).
- Driver is not eligible for licensing (not of legal age or unable to meet requirements).
- Reported information contains transposition and/or typographical errors.
- Driver unintentionally or deliberately supplies misidentification (use of nickname or other variations of name, birth date, and/or address).
- Submitted document does not match a DL or ID card number on the DMV database or the number is omitted and no match occurs.

Pg. 7

Turn to page 7.

NOTE:

Read the information on the page

Analyzing Printouts

NOTE:

You will now begin a step-by-step process designed to develop consistency. Each printout will start with the date and will display each of the steps in the order you want the participant to read each printout to establish a consistent approach.

If you need to identify any field, you can use pages 2 through 5 of the workbook for clarification.

Printout Instructions

Reviewing Printouts

Before we start reviewing printouts, it is important to emphasize the use of response fields. To establish consistency, avoid the temptation to “roam” the printout looking for response fields that are not essential to deciphering the printout.

In cases where there is data in the response field starting with “CONVICTIONS,” it is data received from the courts and may not currently affect the status of the driving privilege.

Relevance will be determined at the discretion of the requester. On the following printouts, we are going to concentrate on the information related only to current license status.

Obvious response fields such as SEX:, HAIR:, HT:, and WT:, are relevant if you need to verify descriptive information. This information is recorded when an individual originates, or changes the information in a field office. A DMV employee visually verifies identifying information on the application.

NOTE: *Use discretion in discussing other response fields, as it will take you off topic. If you find there is relevance in analyzing “CONVICTION”, FTA or FTP data, then do so.*

The progression for each printout is as follows:

START – Always verify the current date.

STEP 1 – Verify the birth date, name and address of the individual.

STEP 2 – Verify Driver License expiration date, class of license, endorsements (if any).

STEP 3 – Confirm the license status.

STEP 4 – Identify license restrictions (if any).

The “DEPARTMENTAL ACTIONS” response field (if any) will not change the license status. This information explains the reason(s) for any actions identified in this field and the authority section to which the action was taken. We use the “DEPARTMENTAL ACTIONS” to get the authority code when writing a verbal notice and to determine if a suspended or revoked license was alcohol related. The proper response for any other questions related to “DEPARTMENTAL ACTIONS” would be to contact DMV.

For confidentiality, all driver license numbers in your workbook will begin with the letter “L.” Names and addresses used in this workbook are fictitious.

Printout #1

NOTE: Walk through steps for printout processing. Give the information for each step on this printout as a guide to how we will look at each printout.

For exercise purposes, all printout dates will be considered “today’s” date.

Turn to page 8 in the workbook.

Gary Hartman
Pg. 8

START

What is today’s date? **07-27-08**

STEP # 1

What is the birth date, name/address?

**09-06-1988 - Gary Lee Hartman
314 Hefty Way, Manteca**

STEP # 2

Is the license current or expired? **Current**

What class license does he have?

Class A with Endorsements: Doubles/Triples and Tank

STEP # 3

What is the license status?

Valid

Withheld FTA

“WITHHELD FTA” status is internal to DMV. DMV will withhold the issuance of any type of license until we receive a release for the Failure to Appear from the court.

STEP # 4

Restrictions?

Restricted Must wear corrective lenses when driving and No Interstate Commerce (under 21 commercial operator)

CONCLUSION

- This individual has a valid privilege to drive. Don’t confuse the “Withheld by Department of Motor Vehicles” with “Withdrawn.”
- The withheld status will not allow this individual to renew or request a duplicate until the FTA is cleared. Once the individual clears the FTA, this status is removed from the record.
- DMV CLETS responses do not include any information related to warrants. Don’t assume that FTA or FTP DMV CLETS data is associated with warrants.

As for the restriction, this individual must wear corrective lenses and cannot drive interstate with the commercial license. This is because federal law prohibits any operator under the age of twenty-one to operate in interstate commerce.

PG. 9

NOTE: *The next section consists of seven printouts. Use the following instructions to ensure consistency and to reinforce the step-by-step process.*

WALK THROUGH EXERCISE INSTRUCTIONS:

Turn to page 9 and we will start interpreting printouts.

NOTE: *Read instructions to the class from page 9. When finished, emphasize the following:*

- Starting on page 10 and ending on page 23, we will analyze each printout to determine the status of the individual's driving privilege and highlight any relevant information useful in making field decisions. This will help you develop a routine.

Remember to:

- START by verifying the date.
- Use step 1 to verify the individual's birth date, name/address.
- Use step 2 to determine the EXPIRATION DATE and CLASS OF LICENSE.
- Use step 3 to determine the LICENSE STATUS and check DEPARTMENTAL ACTIONS
- Use step 4 to check for any RESTRICTIONS.
- As we go through the step-by-step method, and review any relevant response fields, answer the questions on the next page.
- You may write any other notes that are relevant or important.
- We will use other parts of the workbook, when necessary.

Ask if there are any questions before starting and clarify if any.

Let's begin

Printout #2

David North
Pg. 10

Turn to page 10 in the workbook. Write your answers on page 11.

START

What is today's date? **07-21-08**

STEP # 1

What is the birth date, name/address?

**02-01-1976 - David Harvey North
811 Merry Lynn St, Redwood Valley**

STEP # 2

Is the license current or expired?

Current

What class license does he have?

Class C non-commercial

STEP # 3

What is the license status? **Withdrawn Pending PDPS Clearance**

PDPS = "Problem Driver Pointer System"

*This is a national data base that keeps information on individual
Driver license information for states that reciprocate.*

Departmental Actions?

DRV LIC O/S SUS

- Driver License suspended out of state
- Failure to Appear or Comply

NOTE:

In this case, due to the out-of-state action that was reported to DMV through PDPS, DMV has "Withdrawn" the privilege.

This License is NOT VALID

STEP # 4

Restrictions?

There are no restrictions

CONCLUSION

- This individual does not have a valid driver license in California.
- Withdrawn means the privilege does not exist.
- Once DMV has been notified that the out-of-state PDPS compliance issue is cleared, the California license privilege will be restored.

NOTE:

The DMV does not have the authority to say whether or not you would cite them for driving on an Out of State suspension.

Review answers for printout #2 - pg 11

Printout #3**Josh Webster**
Pg. 12

Turn to Page 12 in the workbook.

STARTWhat is today's date? **08-07-08****STEP # 1**

What is the birth date, name/address?

02-12-1987 - Josh Lawrence Webster
1002 Coomby Rd, Laytonville**STEP # 2**

Is the license current or expired?

Expired

What class license does he have?

Class C non-commercial**STEP # 3**

What is the license status?

Suspended or Revoked

Departmental Actions

The reason for the suspension shows "EXCESSIVE BLOOD ALCOHOL" which is an Administrative Per Se (APS) action.

Preliminary Alcohol Screening (PAS) means the driver was a minor at the time of arrest or detainment.

Vehicle Code law provides the ability to cite a person under **14601.2 VC** when they are driving on a suspended privilege to drive that is **alcohol related**. (Pursuant to 14601.5(g) VC)This license is NOT VALID**STEP # 4**

Restrictions?

There are no restrictions**NOTE:****CONCLUSION**

- The individual is suspended and not licensed to drive.
- Internal DMV procedures for reinstatement will require the individual to contact DMV for possible eligibility.

Review answers for Printout #3 - pg 13

Printout #4

Willa Herman
Pg. 14

Turn to page 14 in the workbook.

START

What is today's date? **08-02-08**

STEP # 1

What is the birth date, name/address?

**01-05-1959 – Mickey Stephen Brummel
632 Wren Dr, Suisun City 94585**

STEP # 2

Is the license current or expired? **None issued**

What class license does he have? **N/A**

STEP # 3

What is the license status? **Suspended or Revoked**

Departmental Actions?

The reason is for failures to appear/failures to pay. The subject will have to clear all FTAs and FTPs before re-instating their privilege to drive.

They will need a **verbal notice** for the suspension (Authority 13365)

The privilege is NOT VALID.

STEP # 4

Restrictions?

There are no restrictions

CONCLUSION

- The individual is suspended and not licensed to drive.
- A license was never issued; therefore, he has never been licensed.
- A verbal notice is needed.
- Service code "A" is found on page 29

When *"SERVICE:"* code

"A" and message "MAILED, NOT RETURNED UNCLAIMED"
or

"I" and message "MAILED, RETURNED UNCLAIMED" is present, a "VERBAL OR PERSONAL SERVICE NEEDED" will generate. While DMV has met the requirement of the Vehicle Code to serve, we would like Verbal or Personal service to be made..

Review answers for Printout #4 - pg 15

Printout #5

Donna Alexander
Pg. 16

Turn to page 16 in the workbook.

STARTWhat is today's date? **07-21-08****STEP # 1**

What is the birth date, name/address?

**06-07-1958 – Donna Jean Alexander
5895 Greenly Blvd, Citrus Heights 95126****STEP # 2**

Is the license current or expired?

Expired

What class license does he have?

Class C non-commercial**STEP # 3**What is the license status? **Expired**Departmental Actions? **None****Look at the box under LATEST APP:**

- Inside the box indicates the latest application is a **RENEWAL**.
- The **"ISS/DATE:"** indicates the date the application started.
- **"PEND/APP: PENDING AUTOMATED APP*"** means there is a pending (not completed) application on file.

All driver license applicants have one year from the date the transaction started to complete the application.

This printout demonstrates a situation where the license is expired but the driver has a temporary license in their possession. In such cases, the driving privilege is valid **as long as the temporary license has not expired.**

NOTE: *Many agencies will use discretion in cases where the individual has been to DMV to start a renewal application but has not completed the process and does not have a temporary license in possession.*

Review page 17

Turn to page 17 in the workbook and we will review the temporary license.

The temporary license expires on **10-01-08**. The application, which was started by Donna on 06-09-08, is good for one year, and the temporary in her possession is valid as of today's printout date.

Depending on the circumstances, which are reviewed on a case-by-case basis, DMV may allow a customer to obtain a new temporary every 60 days from the application date (up to a year) to allow completion of a driver license application.

STEP # 4

Restrictions? There are no restrictions

Printout #5 continued

FINAL POINTS

- When you have an “EXPIRED” status, and there is a PENDING AUTOMATED APP* on file, ask the driver to show a temporary license. If DMV issued one, the date will show next to *ISS/DATE. In such cases, a temporary license should be in his/her possession.
- If the record shows “EXPIRED” status and there is no PENDING AUTOMATED APP* indication, the driver has not submitted an application yet, and therefore no temporary can be issued.
- Any EXPIRED status requires an extra step to determine if a renewal was started and whether or not a temporary license has been issued.
- When in doubt, regarding EXPIRED status, ask the individual if he or she has a temporary, and look for the PENDING AUTOMATED APP ON FILE on the printout.
- With an AUTOMATED APP ON FILE, if a temporary license is expired the privilege to operate is not valid.

CONCLUSION

- The driving privilege is VALID in this case as the temporary license in possession is has a future expiration date.
- DMV does not give advice as to discretionary action law enforcement may take in cases where an incomplete renewal is on file and the individual does not have a valid temporary license in possession.
- Refer the individual to DMV to obtain a valid temporary license or completion of the application.

Printout #6**Edgar Guest
Pg. 18**

Turn to page 18 in the workbook.

STARTWhat is today's date? **08-06-08****STEP # 1**

What is the birth date, name/address?

**02-08-92 – Edgar Guest
5692 Berry Rd, Oakland 94613****STEP # 2**Is the license current or expired? **None Issued**What class license does he have? **None (X)**

Note that the class "X" in the "CLASS" field represents a customer who has never had a driver license in California and has a current application open. Once the application is completed, we will apply the appropriate class to the privilege. This is NOT an "X" number as defined on page 7.

STEP # 3

What is the license status?

None Issued

- In DL TYPE: it states "ORIGINAL". This is an application for an original driver license.
- The "ISS/DATE:" indicates the date the application started.
- This person may have a temporary license or may have an Instruction Permit. If it is an Instruction Permit, the applicant must have a licensed driver of at least 18 years of age with them.

NOTE: All driver license applicants have one year from the date the transaction started to complete the application. An Instruction Permit is valid as long as the application is open.

Departmental Actions:

The suspension listed shows that the action has been ended. In this case, the VERBAL OR PERSONAL SERVICE NEEDED is no longer necessary. We can ignore this request.

STEP # 4

Restrictions?

There are no restrictions

Review answers for Printout #6 - pg 19

Printout #7

Teresa Muldoon
Pg. 20

START

What is today's date? **08-01-08**

STEP # 1

What is the birth date, name/address?

12-23-1985, Teresa Kathleen Muldoon
1039 Preppy Fox Way, Roseville 95678

STEP # 2

Is the license current or expired?

Current

What class license does he have?

Class C non-commercial

STEP # 3

What is the license status? **Valid**

Departmental Actions? **None**

*The Departmental Actions on file have all been reinstated or ended.
The last action on the record shows DRV LIC RSTRCTION. This
action coincides with step 4.*

STEP # 4

Restrictions?

**RESTRICTED TO DRIVING TO/FROM/DURING COURSE
OF EMPLOYMENT,
AND DRIVING TO AND FROM DUI PROGRAM
ACTIVITIES**

CONCLUSION

- The license is VALID while operating under the restrictions.

NOTE: **When there is a conviction of DUI, the court may add conditions of probation on the driving privilege. These will be listed in CONVICTIONS section under the violation to which they were convicted. Teresa was given probation until 3-13-2011. The conditions listed are:**

- SHALL NOT COMMIT CRIMINAL OFFENSE, REFUSE BAC TEST, OR DRIVE VEHICLE WITH ALCOHOL IN BLOOD,
- OBEY ALL LAWS,
- COMPLY WITH SENTENCING,
- DRIVE ONLY IF LICENSED AND INSURED.

There is a complete listing of the conditions that the court may order on page 29.

Review answers for Printout #7 – pg 21

Printout #8**Angel Mery**
Pg. 22**START**What is today's date? **08-13-08****STEP # 1**

What is the birth date, name/address?

09-03-1985, Angel Mery
Marin County Sheriff (Confidentiality address)**STEP # 2**

Is the license current or expired?

Current

What class license does he have?

**Class C non-commercial &
Motorcycle (M1)****STEP # 3**What is the license status? **Suspended or Revoked**

Departmental Actions?

The Departmental Actions on file show that she is suspended to drive. The only exception to this is that she can drive an employer's vehicle during the course of employment only. Outside of this, the privilege to drive is suspended. This is the only suspension that has this scenario.

A "VERBAL OR PERSONAL SERVICE NEEDED" generates as the individual has not been served for violating VC16004A/VC16070.

STEP # 4Restrictions? **No other Restrictions****CONCLUSION**

- The license is NOT VALID. The only exception is when driving the employer's vehicle during the course of employment.
- A verbal notice is needed – it was returned unclaimed "I".
- The suspension reason is ACCIDENT-FR. There are 2 suspensions using different authority sections. One is for no accident report filed (SR-1) and the other is for no insurance. This is due to someone else filing the (SR-1).
- You can find accident information on pg. 31

Review answers for Printout #8 – pg 23

Additional Information/Contacts

NOTE	<i>This section is designed as a resource guide. A simple overview of the information is all that is required.</i>
Index Pg. 27	Addition Information Index page.
Unavailable Record Codes Pg. 28	This page gives the user the explanation of unavailable record codes that may appear on the screen. It also gives an action to take.
Caution Codes Pg. 28	These codes may appear mostly when there is something on the record that cannot be read or interpreted. It normally does not affect any action on the record.
Service Codes Pg. 29	These are the “Service of Order” codes that may generate. Discuss as necessary.
Conditions of Probation Codes Pg. 29	These conditions are ordered by the court. While on probation (term dates are listed) they can be cited for not following the court’s orders. If they are found to have broken one of these conditions, their sentencing may be affected.
Abstract Disposition Codes Pg. 30	These are the codes explaining how the court has disposed of a case. The information appears in the Convictions section of the CLETS printout.
Accident Information Pg. 31	A breakdown of the information contained in an Accident Report Number. This number appears in the accident information on the CLETS printout.
SVRA Pgs. 32 & 33	These pages give information on Vehicle Stipulated Release Agreements and what the document looks like. Discuss as necessary.
DMV Office Abbreviations Pg. 34	DMV Office IDs, as they would appear in the issuance and “Latest Application” areas of the printout.
Review Pgs 35/36	Final Review Quiz. Mostly used for “POST” classes.
DMV Contact Information Pg. 37 & 38	DMV phone numbers and hours of operation.

Final Review Answer Key**Pgs.35/36**

1. B
2. A
3. C
4. B
5. A
6. C
7. False
8. False
9. False (They have one year from the application date)
10. False
11. True
12. False
13. True